

Professional and Managerial Branch
Cultural Group
Library Series

LIBRARY SYSTEM DIRECTOR

11/93

Summary

Under administrative direction, direct the operation of the City's library system; perform related duties as assigned.

Typical Duties

Plan, direct and administer all library programs and services; formulate, develop and direct short and long range library plans and policies; develop and implement administrative and operational policies and procedures to enhance system cultural and educational value to the public.

Promote interest in and support for system; speak before and attend meetings with boards, civic and other groups; maintain liaison with Library Board and Friends' groups.

Meet with vendors of library equipment, materials and services to obtain optimum prices and services; recommend acquisition of materials, equipment and supplies.

Direct preparation of annual budget; review and approve expenditures; secure additional state and federal grants and gifts; prepare and submit administrative, managerial, fiscal, operational and other reports as required.

Coordinate and cooperate with other academic, public and special libraries to achieve continued and increased inter-library cooperation.

Minimum Qualifications

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and eight years progressively responsible library work including four years experience supervising in a major function or division in a public library system; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: public library management; principles, methods and techniques; considerable knowledge of budget development and controls; good knowledge of automated library systems.

Ability to: plan, organize and direct operation of a multi-division library system; develop and implement operational policies and procedures; make sound decisions; establish and maintain effective working relationships with fellow employees, officials and the general public; express oneself clearly and concisely, both orally and in writing; enforce personnel rules and regulations, standards of conduct and work attendance.

Director of Personnel

Department Head